



# Selkirks - Pend Oreille Transit Authority

## Public Notice of Regular Board Meeting Agenda

11:00 am, Thursday, July 20, 2023

SPOT Office, 31656 Hwy 200, Suite 102, Ponderay, ID

Zoom Meeting ID: 896 8240 4679

Passcode: 907543

1. Call to Order and Roll Call
2. Public comment period for items not on the Agenda (including questions from the press)
3. Approval of Minutes
  - a. Action Item: Approve Minutes of the June 15, 2023, regular meeting.
4. Financial Reports
  - a. Action Item: Accept Financial Reports for June 2023
  - b. Action Item: Approve Payment of Prepaid Bills and Outstanding Bills
5. Staff Reports
  - a. Ridership Donna Griffin
  - b. Operations Donna Griffin
    - a. Bus benches and pads update
    - b. Grant funding
      - i. Radio Communications and Technology
      - ii. PTAC update
    - c. Mountain buses
      - i. Wine Fest
      - ii. 31 and 32 @RWC
6. Committee Reports
  - a. Boundary County Service Development Committee
  - b. Finance Committee
7. Action and Discussion Items:
  - a. Executive Session pursuant to Idaho Code 74-206 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.
  - b. Action Item: Consider Bus Shelter Maintenance Worker duties
  - c. Action Item: Consider a potential Operations and Safety Manager or similar position
  - d. Action Item: Consider creating a hiring committee for a potential Operations and Safety Manager or similar position.
  - e. Action Item: SPOT Authority User Information and Policy, and Demand Application
  - f. Action Item: Proposed budget and financial considerations
    - a. Consider Schweitzer contract renewal November 1, 2023
8. Comments from the Chair and Board Members
9. Adjournment

Note: Public information on agenda items is available from the SPOT office at 31656 Highway 200 Suite 102, Ponderay, ID or call (208) 263-3774. Any person needing special accommodation at the above noticed meeting should contact SPOT three days prior to the meeting at (208) 263-3774.

**MEETING MINUTES  
SPOT**



**SELKIRK PEND OREILLE TRANSIT  
June 15, 2023**

**Nancy Lewis CALLED THE MEETING TO ORDER AT 11:03 A.M.**

**PRESENT:** Colleen Culwell, Donna Griffin, Gary Kunzeman, Nancy Lewis, Ron Smith, Shannon Pittman, Zale Palmer

**Absent:** Clif Warren, Wally Cossairt

**Public Comment Period:** No comments.

**MINUTES:** Approve minutes of the May 18, 2023 regular meeting as presented.

**Motion to approve the minutes of the May 18, 2023 regular meeting. Zale Palmer/ Gary Kunzeman. All in favor. Approved**

**FINANCIAL REPORTS:**

Accept Financial Reports for May.

**Motion to accept the financial reports for May. Zale Palmer/ Ron Smith. All in favor. Approved**

Approve payment of prepaid bills and outstanding bills.

**Motion to approve the payment of prepaid bills and outstanding bills. Zale Palmer/ Gary Kunzeman. All in favor. Approved**

**STAFF REPORTS:**

**Ridership:** Donna Griffin reported that ridership continues to increase. Some cities are requesting ridership numbers for the stops in their area. Boundary County ridership for May was low. Ridership on the Tuesday & Thursday trips to Sandpoint are increasing. Rides from Moyie are also increasing. Having days when all requested riders cannot fit on bus. Experiencing lots of inquiries about SPOT system, assuming as a result of information handed out during Boundary County Health Fair. Ridership should hit 150,000 this year.

**Operations:** Donna Griffin reported we have received full funding to rehab the used 2017 buses we acquired. One of the buses is done and looks good. If there are excess funds from the rehab grant, Donna is hoping to use the funds to repair service doors and wheels on other buses. We also received full approval for the communications grant – to install/replace radios in buses. Schweitzer has agreed to install an antennae on the mountain for our use. The grant to cover the cost increase on the three buses currently on order was also approved. The chassis will be available by December 2023, with estimated bus delivery around March 2024. We need to start ordering buses now for delivery in three years, which means we will be ordering buses before we have the grants for the funding. We will be able to cancel the orders if we do not have funding. Mountain buses 34 & 35 are in Pasco for repairs. Should've been a one-day repair job, but drivers had to drive back in a rental car and buses are still in Pasco a week later. Bus 31 is at RWC to repair the cargo doors damaged by Schweitzer driver. Cost of these repairs is being covered by Schweitzer. Donna is hoping to have all three mountain buses back and operating by July 1<sup>st</sup> for the Wine Fest. The new owners of Schweitzer said there would be no changes in operations for the next ski season (2023/2024). Not

sure how the new parking lot and lift will affect our operations. It was suggested we might need to look into pre-emissions style buses that can handle driving the mountain road.

**COMMITTEE REPORTS:**

- A. Boundary County Service Development Committee:** Ron Smith met with Boundary County to discuss the match requirements for next year and the projection for future years. He has not met with the City of Bonners Ferry yet, but should this week. Hoping to hear a definite yes or no from the County soon.
- B. Finance Committee Update:** The financial reports were reviewed and approved. Under budget around \$200,000. Zale Palmer and Clif Warren will be meeting with the City of Sandpoint to discuss the proposed match requirements.

**ACTION & DISCUSSION ITEMS:**

- A. SPOT Authority User Information and Policy, and Demand Application.** Policy draft is not ready for review/discussion.  
**Tabled. No action taken.**
- B. Action Item: Payroll expense.** There is one driver that used to be a full-time driver and receives an insurance stipend. That driver no longer works full-time. The finance committee noted the driver should not be receiving the stipend under the current employee policy. Also confirmed the employees were notified in writing of the change in payroll cycle starting July 1, 2023.  
**Motion to follow the current policy and not provide the \$200 monthly medical insurance stipend. Zale Palmer/ Ron Smith. All in favor. Approved.**
- C. Action Item: Proposed budget and financial considerations.** Due to funding changes, Area on Aging will not be funding fixed route ridership next year. They will be funding \$3/senior demand route rider only. Proposed budget for next year will need to be updated to reflect this change in match funding. ICRMP's estimated insurance premium for 2023/2024 showed a 39% increase. Assuming all other cities and EMS are being hit with the same increase. Clif Warren will be meeting with City of Dover on June 26<sup>th</sup>. Donna Griffin and Gary Kunzeman will be meeting with City of Ponderay next Tuesday. Good job on all members for getting an early start on these discussions to make sure the increased match requests are communicated and incorporated into the applicable budgets.  
**No action taken.**

**COMMENTS FROM THE CHAIR AND BOARD MEMBERS: No comments.**

**Meeting adjourned 12:07 p.m.**

Selkirks-Pend Oreille Transit Authority  
Summarized Balance Sheet  
As of June 30, 2023

<b>ASSETS</b>	<b>Bonner County</b>	<b>Boundary County</b>	<b>Total</b>
<b>Current Assets</b>			
Checking/Savings	234,599.32	17,445.24	252,044.56
Accounts Receivable	3,476.43	297.90	3,774.33
Grant Funds Receivable	176,235.00	8,191.00	184,426.00
<b>Total Other Current Assets</b>	<b>31,767.62</b>	<b>1,866.38</b>	<b>33,634.00</b>
<b>Total Current Assets</b>	<b>446,078.37</b>	<b>27,800.52</b>	<b>473,878.89</b>
<b>Total Fixed Assets</b>	<b>1,426,000.17</b>	<b>72,360.37</b>	<b>1,498,360.54</b>
<b>TOTAL ASSETS</b>	<b>1,872,078.54</b>	<b>100,160.89</b>	<b>1,972,239.43</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>	<b>35,236.62</b>	<b>2,038.50</b>	<b>37,275.12</b>
<b>Equity</b>	<b>1,836,841.92</b>	<b>98,122.39</b>	<b>1,934,964.31</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,872,078.54</b>	<b>100,160.89</b>	<b>1,972,239.43</b>

8:02 AM  
 07/15/23  
 Accrual Basis

**Selkirks-Pend Oreille Transit Authority**  
**Summary Profit & Loss Budget vs. Actual**  
**June 2023**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	46,978.98	53,272.49	3,376.90	5,106.31	6,361.00	985.54	56,716.88	59,364.34
<b>Expenses:</b>								
<b>Administration</b>	12,209.72	11,760.26	694.45	609.78	295.51	1,189.70	13,199.68	13,559.74
<b>Operations</b>	38,681.66	47,334.19	3,760.93	4,949.18	228.01	58.33	42,670.60	52,341.70
<b>Preventative Maintenance</b>	7,798.62	6,518.00	0.00	515.45	6,404.37	0.00	14,202.99	7,033.45
<b>Total Expenses</b>	58,690.00	65,612.45	4,455.38	6,074.41	6,927.89	1,248.03	70,073.27	72,934.89
<b>Net Ordinary Income</b>	-11,711.02	-12,339.96	-1,078.48	-968.10	-566.89	-262.49	-13,356.39	-13,570.55
<b>Other Income/Expense</b>	-3,064.35	-2,982.08	-21.33	0.00	0.00	0.00	-3,085.68	-2,982.08
<b>Net Income</b>	<b>-14,775.37</b>	<b>-15,322.04</b>	<b>-1,099.81</b>	<b>-968.10</b>	<b>-566.89</b>	<b>-262.49</b>	<b>-16,442.07</b>	<b>-16,552.63</b>

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**Selkirks-Pend Oreille Transit Authority**  
**Summary Profit & Loss Budget vs. Actual**  
**October 2022-June 2023**

	Bonner County		Boundary County		Mountain Route		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<b>Total Income</b>	589,327.38	883,333.61	57,995.18	65,785.54	533,160.40	319,818.90	1,180,482.96	1,268,938.05
<b>Expenses:</b>								
<b>Administration</b>	110,439.75	116,642.28	14,172.82	6,548.06	9,717.80	20,518.90	134,330.37	143,709.24
<b>Operations</b>	348,319.58	445,574.11	36,531.48	51,933.99	152,810.31	174,119.09	537,661.37	671,627.19
<b>Preventative Maintenance</b>	76,846.40	60,881.72	4,239.32	5,339.07	31,509.66	105,740.71	112,595.38	171,961.50
<b>Total Expenses</b>	535,605.73	623,098.11	54,943.62	63,821.12	194,037.77	300,378.70	784,587.12	987,297.93
<b>Net Ordinary Income</b>	53,721.65	260,235.50	3,051.56	1,964.42	339,122.63	19,440.20	395,895.84	281,640.12
<b>Other Income/Expense</b>	-19,296.05	-312,456.76	-21.33	0.00	-329,382.60	0.00	-348,699.98	-312,456.76
<b>Net Income</b>	<b>34,425.60</b>	<b>-52,221.26</b>	<b>3,030.23</b>	<b>1,964.42</b>	<b>9,740.03</b>	<b>19,440.20</b>	<b>47,195.86</b>	<b>-30,816.64</b>

- 0.00

**Selkirks-Pend Oreille Transit Authority**  
**Unpaid Bills Detail**  
As of July 15, 2023

Type	Date	Num	Open Balance
<b>Alpine Motors</b>			
Bill	05/25/2023	154852	1,007.50
Bill	06/23/2023	155185	1,007.50
Total Alpine Motors			2,015.00
<b>America's Ink and Toner Supply, Inc.</b>			
Bill	04/25/2023	26180	673.03
Total America's Ink and Toner Supply, Inc.			673.03
<b>D.R. Douglas Technologies, LLC</b>			
Bill	06/27/2023	23-063	100.00
Total D.R. Douglas Technologies, LLC			100.00
<b>Eagle Drug and Alcohol Testing LLC</b>			
Bill	06/10/2023	101059	55.00
Bill	06/30/2023	101081	75.00
Total Eagle Drug and Alcohol Testing LLC			130.00
<b>Keokee</b>			
Bill	07/01/2023	64793	420.00
Total Keokee			420.00
<b>Lake City Law Group PLLC</b>			
Bill	06/13/2023	32744	310.00
Total Lake City Law Group PLLC			310.00
<b>Selkirk Press, Inc.</b>			
Bill	06/30/2023	19318	159.50
Total Selkirk Press, Inc.			159.50
<b>Shaky &amp; Co.</b>			
Bill	06/21/2023	378	1,039.08
Total Shaky & Co.			1,039.08
<b>TransLoc</b>			
Bill	06/01/2023	INV0000002317	742.02
Total TransLoc			742.02
<b>TOTAL</b>			<b>5,588.63</b>

Selkirks-Pend Oreille Transit Authority

**Paid Bills Detail**

As of June 28, 2023

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
<b>Coleman Oil</b>				
	Bill	06/11/2023	CL89675	2,031.77
	Bill	06/18/2023	CL91435	2,115.96
	Bill	06/25/2023	CL92493	2,033.10
Total Coleman Oil				<u>6,180.83</u>
<b>III-A Trust</b>				
	Bill	06/22/2023		2,001.00
Total III-A Trust				<u>2,001.00</u>
<b>Les Schwab</b>				
	Bill	06/14/2023	10800761736	1,320.84
	Bill	06/16/2023	10800762289	2,043.99
Total Les Schwab				<u>3,364.83</u>
<b>Mike White Ford of Sandpoint</b>				
	Bill	06/07/2023	31592	66.40
	Bill	06/28/2023	31979	49.94
Total Mike White Ford of Sandpoint				<u>116.34</u>
<b>Pressure Clean Services, Inc.</b>				
	Bill	06/12/2023	16875	160.00
	Bill	06/16/2023	16892	120.00
	Bill	06/26/2023	16912	160.00
Total Pressure Clean Services, Inc.				<u>440.00</u>
<b>SpeedPro Imaging</b>				
	Bill	06/14/2023	SPI-25921	776.45
Total SpeedPro Imaging				<u>776.45</u>
<b>Verizon Wireless</b>				
	Bill Pmt -Check	06/08/2023		-3.60
	Bill	06/13/2023	9937203891	318.68
Total Verizon Wireless				<u>315.08</u>
<b>Ziplay Fiber - BF</b>				
	Bill	06/13/2023		38.63
Total Ziplay Fiber - BF				<u>38.63</u>
<b>TOTAL</b>				<u><u><u>13,233.16</u></u></u>







# Anywhere. Anytime.

Manage your account at your desk or from your mobile device. Access when you need it, at home or on the go.

**Account Number:**  
4988 6562 6067 2396  
Page 002 of 002

## Transaction Detail

Trans Date	Post Date	Reference Number	Transaction Description	Credits (CR) and Debits
6-20	6-22	24164073172105006300634	STAPLES 00105726 PONDERAY ID	\$57.99
6-27	6-28	24692163178109818464982 7	SQ *SANDPOINT LIONS CLUB gosq.com ID	\$30.00

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account. (v) Variable Rate (f) Fixed Rate

Charge Summary	Annual Percentage Rate (APR)	Special Offer or Eligible Purchase APR Expiration Date	Balance Subject to Interest Rate	Days Rate Used	Interest Charge
Purchases	24.74% (v)	N/A	\$380.50	33	\$0.00
Cash Advance	29.99% (v)	N/A	\$0.00	33	\$0.00

## 2023 Total Year-to-Date

Total fees charged in 2023 ..... \$39.00  
Total interest charged in 2023 ..... \$57.42

## Additional Information Regarding Your Account

### An Easier Way to Pay Your Bills!

Tired of writing checks and spending money on stamps every time you pay a bill? Pay your recurring monthly bills automatically with your credit card! No hassle. No forgetting to send a payment for phone, internet, even utilities. And, no worries about your payment being lost or intercepted in the mail. It's quick and convenient. Start paying your monthly bills with your credit card today!

To ensure accuracy, please print clearly using upper-case letters and numbers only.  
Please do not use Red Ink, Gel pens or Pencil.

**CHANGE OF ADDRESS, PHONE, OR E-MAIL**

Address \_\_\_\_\_  
Apt/Bldg# \_\_\_\_\_  
City \_\_\_\_\_  
State, ZIP \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

If you have a Credit Card for business purposes, and are requesting an address change, we may request additional information.

**Payment Requirements:** Payments must be (1) accompanied by the top portion of this billing statement; (2) received no later than 5:00 p.m. (Central Time) on the Payment Due Date at the location we have specified for receipt of your payment; (3) made only by one check or money order with the account number listed thereon if your payment is made by mail; (4) made in U.S. Dollars; and (5) sent in the enclosed envelope to the P.O. Box specified on the top of the front of this statement. If we accept a payment that does not comply with these requirements, there may be a delay in crediting your account, which may result in additional interest and fees. If your payment is returned unpaid by your bank for insufficient funds, we may re-present your check electronically. If you want to make a single payment on multiple accounts, please contact Commercial Card Customer Service for specific instructions.

**Credit Limits:** Only the "Cash Limit" portion of your Credit Limit is available for cash advances. "Available Credit" or "Available Cash" refers to the part of your Credit Limit or Cash Limit that was available as of this billing statement's closing date and may not reflect overlimit or credit balance amounts. We may raise or lower your Credit Limit and/or Cash Limit at any time and may restrict the amount that is available for Balance Transfers. After we credit a payment to your account, there may be a delay before it operates to restore your Available Credit or Available Cash. There may be a delay in restoring your Available Credit until we determine a payment is unlikely to be returned for insufficient funds or for some other reason. If an individual Credit Limit has not been established for an account by the Company, its authorized representative or the account owner, the Credit Limit disclosed on statements for any such account may disclose an amount up to the Credit Limit of the Company's account (which may not accurately reflect the actual Credit Limit available for the Company's account).

**Errors, Questions and Charges Not Recognized:**

- Merchants may bill under different names and/or locations. If possible, verify the dollar amount to a sales receipt.
- When returning merchandise through the mail, always request a returned receipt.
- Be sure to obtain a cancellation number when canceling lodging reservations.
- Regarding problems with goods or services, first attempt to resolve with the merchant.

**Liability for Unauthorized Use:** If you notice the loss or theft of your credit card or a possible unauthorized use of your card, you should write to us immediately at P.O. Box 3696 Omaha, NE 68103-0696 or the facsimile number 402-602-6098 or call us at 1-800-688-7070. If we issue less than ten cards: (1) You will not be liable for any unauthorized use that occurs after you notify us; (2) You may, however, be liable for unauthorized use that occurs before your notice to us; and (3) In any case, your liability will not exceed \$50. If we issue ten or more cards, the Company, its authorized representative and/or the account owner shall be liable for any and all unauthorized use thereof.

**Information Provided to Credit Bureaus:** Information about your account is periodically provided to one or more credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report. If you think any information regarding you or your account is inaccurate, write to us on a separate sheet at: P.O. Box 3412, Omaha, NE 68103-0412.

## SPOT Agenda Item Summaries

Meeting Date: July 20, 2023

Agenda Item: 7a.

From: Donna Griffin

Topic: Executive Session

Background: Executive Session pursuant to Idaho Code 74-206 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

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Meeting Date: July 20, 2023

Agenda Item: 7b.

From: Donna Griffin

Topic: Consider Bus Shelter Maintenance Worker duties

Background: A person to help build bus benches and place them as well as assist with bus stop and shelter construction, installation, clean up and maintenance on an occasional, as needed basis.

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Meeting Date: July 20, 2023

Agenda Item: 7c.

From: Donna Griffin

Topic: Consider a potential Operations and Safety Manager, or similar, position

Background: Shannon Pittman, Assistant Director, announced that she will retire effective February 1, 2024. Based on the work load required as we provide existing services, we propose to create a position that will include staff supervision, dispatch and paperwork duties as well as vehicle/fleet oversight and mechanical duties.

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Meeting Date: July 20, 2023

Agenda Item: 7d.

From: Donna Griffin

Topic: Consider creating a hiring committee for a potential Operations and Safety Manager or similar position.

Background: Shannon Pittman, Assistant Director, announced that she will retire effective February 1, 2024. We propose to start the process so that the incoming person can receive training to become proficient prior to Shannon's departure.

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Meeting Date: July 20, 2023

Agenda Item: 7e.

From: Donna Griffin

Topic: SPOT Authority User Information and Policy, and Demand Application

Background: Review updated documents and approve for implementation.

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Meeting Date: July 20, 2023

Agenda Item: 7f.

From: Donna Griffin

Topic: Proposed budget and financial considerations

Background: Proposed Budget and financial considerations.

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## **SPOT Ridership**

<b>2023</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
23-Jan	4672	563	230	22489	27954
23-Feb	4200	509	204	19502	24415
23-March	4835	600	261	19601	25297
23 April	4197	477	152	4612	9438
23 May	4489	548	139	0	5176
23 June	4149	565	190	0	4,904
<b>2023 TOTAL</b>	<b>26,542</b>	<b>3,262</b>	<b>1,163</b>	<b>66,204</b>	<b>97,184</b>

<b>2022</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
22-Jan	3986	365	136	20650	25137
22-Feb	3795	447	187	16777	21206
22-Mar	4399	538	277	12794	18008
22-Apr	3639	482	189	3470	7780
22-May	3752	467	191		4410
22-Jun	3827	588	185		4600
22-Jul	4417	480	202	494	5593
22-Aug	5132	596	217		5945
22-Sep	3888	545	223	2419	7075
22-Oct	4027	509	179		4715
22-Nov	3577	498	195	1815	6085
22-Dec	3776	478	237	21208	25699
<b>2022 TOTAL</b>	<b>48,215</b>	<b>5,993</b>	<b>2,418</b>	<b>79,627</b>	<b>136, 253</b>

<b>2021</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
January	3334	270	111	9300	13015
February	3278	311	96	7894	11579
March	4345	414	111	6715	11585
April	3513	331	97	1531	5472
May	3949	299	69		4317
June	3782	375	119		4276
July	4420	388	169	524	5501
August	3965	460	139		4564
September	3392	459	123	3382	7356
October	3471	425	190		4086
November	3478	429	200	562	4669
December	3873	401	256	14,413	18943
<b>2021 TOTAL</b>	<b>44,800</b>	<b>4,562</b>	<b>1,680</b>	<b>44,321</b>	<b>95,363</b>

<b>2019</b>	Fixed	Para	Bonnors Ferry	Mountain Route	Total
January	4579	439	271		5,289
February	3847	373	215	5963	10,398
March	4776	443	253	11583	17,055
April	4846	452	257	1699	7,254
May	4618	446	245		5,309
June	4129	381	256		4,766
July	4189	460	249		4,898
August	7984	389	225	1594	10,192
September	4042	401	230	1269	5,942
October	4310	457	239		5,006
November	4473	395	226	393	5,487

## **SPOT Ridership**

December	4806	383	258	13013	18,460
<b>2019 TOTAL</b>	<b>56,599</b>	<b>5,019</b>	<b>2,924</b>	<b>35,514</b>	<b>100,056</b>

# Boundary County SPOT Ridership June 2023

DATE	MON	TUE	WED	THURS	FRI	TOTAL
6/1/2023	0	0	0	2	8	10
6/4/2023	0	14	6	15	9	44
6/11/2023	0	9	12	14	20	55
6/18/2023	0	6	11	8	20	45
6/25/2023	0	11	9	6	10	36
June Total		40	38	45	67	190

**Bonnors Ferry to Sandpoint 85**

**Local 105**

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**Total 190**

DATE	Sunset	Rest	County	Moyie	Demand Wed-Fri Seniors	Tue/Thur Sandp't Seniors	Wed Food Bank Boxes
6/1/2023	0	0	0	8	8	2	0
6/4/2023	0	0	0	8	15	29	11
6/11/2023	2	0	2	16	24	23	11
6/18/2023	0	0	3	18	24	12	11
6/25/2023	1	0	3	4	19	17	11
June Total	3	0	8	54	90	83	44



## Selkirks – Pend Oreille Transit Authority (SPOT Bus)

31656 Hwy 200, Suite 102 Ponderay, ID 83852 <http://www.spotbus.org>

### Bus Shelter Maintenance Worker

**JOB SUMMARY:** Assist with maintenance, cleaning, installation, and construction of bus stops and shelters as needed. The principal duties are performed in an environment that may expose the employee to adverse weather conditions, excessive noise, or potential personal danger.

Salary: \$16.00 Hourly

Job Type: Occasional part – time, as needed. Not a benefited position.

**EXAMPLES OF DUTIES:** The following list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed and may be amended or added to by the SPOT Bus Executive Director:

- Use of hand tools such as shovels, rakes, pruning saws and trimmers.
- Assists with inspecting shelters, benches, and pads for hazards, makes necessary repairs.
- Maintains bus stop facilities by performing routine custodial duties, making minor repairs.
- Removes snow from bus stop areas.
- Assist in cleanup of bus stops, benches, and structures after weather-related events.
- Maintain or repair pads, benches, and structures.
- Perform all work duties and activities in accordance with SPOT policies, procedures, and safety practices.
- Perform other related duties as requested.

**SUPERVISION EXERCISED:** None.

#### **CORE COMPETENCIES:**

**Knowledge of:** Light hand and power tools used in the installation and maintenance of bus benches and shelters

**Abilities:**

- Be a team player, with an overall goal of best serving SPOT riders and maximizing taxpayer resources.
- Understand and apply information from operating manuals and SPOT procedures and instructions.
- Follow written and oral instructions.
- Use various hand and power tools.
- Operate a motor vehicle with valid driver's license.

- Read, write, speak, and comprehend the English language.
- Establish and maintain effective working relationships with coworkers.

**Physical Demands:**

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions in fingering and hand/wrist/arm movements.
- Lifting or moving up to 25 pounds frequently and occasionally lifting or moving up to 65 pounds, with or without reasonable accommodation.
- Sufficient body mobility, flexibility, stamina, and balance to perform operational and maintenance tasks which require driving, standing, and walking, stooping, pushing, and pulling.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communication with other employees, and discern warning or emergency alarms, including vehicle backup warnings.

**Working Conditions:**

- Work is performed primarily outdoors with frequent exposure to adverse weather conditions, pollen, dirt and dust.

**ACCEPTABLE TRAINING AND EXPERIENCE**

**Education and Experience:**

- High School Diploma or equivalent; and
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities necessary to perform the work.

**Licenses and Certifications:**

- Valid driver's license required.

This is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**Disclaimer** This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Selkirks – Pend Oreille Transit Authority (SPOT) policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

**From:** Ryan Luttmann <RLuttmann@CenturyWest.com>  
**Sent:** Friday, July 14, 2023 7:24 AM  
**To:** Jody Bieze; charlieg.nwmedical@gmail.com; Chad Ingle; dgriffin@spotbus.org; spittman@spotbus.org  
**Subject:** PTAC Meeting 7-10-23 highlights

All,

PTAC met on July 10, 2023 PTAC in Boise. Donna, it was nice to see someone join online from District 1 – thank you. Here are the highlights from the meeting:

- Michael Lefevor was welcomed as the new District 5 PTAC Representative. Kathleen Lewis had served in this role and as PTAC chair for several years.
- Public Transportation Summit – there were a few changes. The dates are set for September 26-September 28, 2023. Originally, the Summit was going to be geared toward “Stakeholder Engagement” but that will now be the focus for 2024. The 2024 Transportation Summit will take place in Sun Valley. For 2023, the Summit will be held in Boise and it will have a similar feel to previous Summit’s with some focus on preparing to engage our stakeholders. ITD-PT has moved to their new home at the old HP Campus and there is an on-site event center that may be used to host the Summit for 2023. Look for announcements in the near future.
- Selection of FY24 Chair and Vice Chair
  - Ryan Luttmann, District 1 was selected to serve as PTAC Chair
  - Michelle Ziel-Dingman, District 6 was selected to serve as PTAC Vice Chair
- ITD PTAC Office is now fully staffed. They will be going live with web management software with the intent of making the grant application process easier for all. Web grants in likely first launch with the 2024 one-time applications.
- ITD-PT provided an update on the operations program for 5307, 5310, 5311 and 5311(f), as well as the CARES (5307, 5411, & 5311(F)), ARPA 95307, 5310, 5311, 5311(f)) and CRRSAA (5310). The financial updates were as of June 30. If you any questions on reimbursement to date or remaining balances, I am bringing back some spreadsheets with the info on them.
- Upcoming Congressional Applications:
  - Applications will be released on 10/2/23
  - Application close on 1/12/24 (this is a bigger window to submit this year)
  - Technical Assistance by ITD-PT will be provided from 2/5/24 – 3/8/24 (prior to the public comment period)
  - Applications will be scored and presented to PTAC in the spring of 2024 to be approved by the ITD Board in May 2024
  - Available Funding:
    - 5310 = \$1,315,084 (up from \$868,000 in 2021)
    - 5311 = \$17,187,506 (up from \$13,655,000 in 2021)
    - 5339 = \$8,000,000 (up from \$7,000,000 in 2021)
    - VIP = \$624,000
- The RTAP Program (training scholarships) is going to be changed to open up the opportunity to apply for in-house training. Eligible expenses will be for course costs, material costs and trainer fees and reimbursement will be up to \$500 per employee that attends the in-house training.
- The Next PTAC meeting will be held on September 28, 2023. We are planning a short meeting, so that it can be held after the Summit ends in Boise.

Thank you,

Ryan